

**ADEQUATE AND  
TIMELY SERVICE**

In the event that an agency terminates the provision of adoption services, either voluntarily or involuntarily, the adoption agency must make arrangements to assure that adequate and timely service is provided to the families and children served by their adoption program. Such arrangements include the following:

- The closing agency must cooperate with the:
  - Bureau of Children and Adult Licensing (BCAL).
  - Department of Human Services (DHS) adoption program office.
  - DHS Interstate Compact Office (if applicable).
- The closing agency must release confidential case records to the newly assigned child-placing agency and/or return all case records to DHS.

DHS is ultimately responsible for assuring that appropriate services are provided and may assign the cases to DHS adoption workers or refer children and families to another contracted adoption agency.

The newly assigned agency, whether DHS or a contracted adoption agency, must provide adoptive families with the information outlined in ADM 0400, Recruitment Efforts - Program Statement/Inquiry.

**CLOSED AGENCY  
RECORDS**

MCL 710.27 requires a closed child placing agency to forward the agency's adoption records to DHS if the agency is not associated with a central agency. The records that may be forwarded include birth family, adoptive family and adoptive child records.

Birth family, adoptive family and adoptive child records must be filed together in alphabetical order based on the child's birth name. DHS will not accept memorabilia, scrapbooks, gifts or other items of value, since those items are not part of the adoption record. The content of adoption records is described in ADM 1010, Adoptive Family Case Record, and ADM 1020, Adopted Child Case Record.